

**COMMUNITY DEVELOPMENT RESOURCE AGENCY**

# **COMMERCIAL**



## **HOW TO GET A COMMERCIAL BUILDING PERMIT**

**COMMUNITY DEVELOPMENT RESOURCE AGENCY  
HOW TO GET A COMMERCIAL BUILDING PERMIT**

**TABLE OF CONTENTS**

**COMMUNITY DEVELOPMENT RESOURCE AGENCY PHONE DIRECTORY ..... 3**  
**OVERALL REQUIREMENTS ..... 4**

**GENERAL INFORMATION**

Introduction ..... 5  
Building Codes Enforced ..... 5  
Plan Requirements ..... 5  
Routing Information ..... 6  
Public Utilities ..... 6

**FEES**

Application Filing Fees ..... 7  
School District Development Fees..... 7  
Fire District Capital Facility Fees ..... 7  
County Capital Facility Impact Fees ..... 7

# **COMMUNITY DEVELOPMENT RESOURCE AGENCY HOW TO GET A COMMERCIAL BUILDING PERMIT**

## **COMMUNITY DEVELOPMENT RESOURCE AGENCY PHONE DIRECTORY**

OFFICE HOURS TO THE PUBLIC: 8:00 A.M. TO 5:00 P.M.  
BUILDING PERMITS ISSUED/PLANS ACCEPTED: 8:00 A.M. TO 4:30 P.M.  
(TAHOE OFFICES LOCATED AT 565 WEST LAKE BLVD, TAHOE CITY)

**BUILDING DEPARTMENT 530 745-3010**  
**3091 County Center Dr. Suite 160, Auburn**

Inspection Requests 745-3020  
Fax 745-3058  
Tahoe General Questions 530 581-6200  
Tahoe Inspection Requests 530 581-6205

**PLANNING DEPARTMENT 530 745-3000**  
**3091 County Center Dr. Suite 140, Auburn**

Tahoe Office 530 581-6280

Zoning, Property Line Setbacks, Environmental Review, General Plan Amendments,  
Rezoning, Conditional Use Permits, Business Licenses, Variances, Design Review.

**PUBLIC WORKS DEPARTMENT / SPECIAL DISTRICTS 530 745-7500**  
**3091 County Center Dr. Suite 120, Auburn**

Tahoe Office - Sewer 530 562-0669  
Tahoe Office - Encroachment 530 581-6226

Sewer, flood zone review, grading, drainage, improvement plans, traffic fees, drainage, etc.

**ENVIRONMENTAL HEALTH 530 745-2300**  
**3091 County Center Dr. Suite 180, Auburn**

Tahoe Office 530 581-6240

Septic & Well Permits, Hazardous Materials, Food Permits, Underground Tanks

**AIR POLLUTION 530 745-7130**  
**3091 County Center Dr. Suite 240, Auburn**

# COMMUNITY DEVELOPMENT RESOURCE AGENCY

## HOW TO GET A COMMERCIAL BUILDING PERMIT

### OVERALL REQUIREMENTS

1. **Contact the Planning Department to set up a pre-development meeting to determine the requirements of the various Community Development Resource Agency departments or at least discuss your project proposal with the departments on an individual basis prior to formally submitting applications.** To schedule a pre-development meeting, contact the Permit Coordinator, at the Planning Department (745-3000).
2. Submit appropriate entitlements to the Planning Department for review and approval.
3. If Design Review is required for your proposal, you must obtain Design/Site Review Committee approval prior to submittal of plans to the Building Department and Public Works Department. Submit the required sets of plans to each Community Development Resource Agency department and the local fire department along with the required plan check fees. Make sure your plans are complete before you submit them. Once in the plan check process, changes to the plans may cause delays. Any changes that are made on the plans in one department must be consistent with the plans that have been submitted to the other Community Development Resource Agency departments.
4. **NOTE: DESIGN REVIEW (IF REQUIRED) MUST BE APPROVED BY THE PLANNING DEPARTMENT PRIOR TO IMPROVEMENT PLAN CHECK SUBMITTAL TO PUBLIC WORKS, AND BUILDING PLAN CHECK SUBMITTAL. IF CIVIL SITE IMPROVEMENTS ARE REQUIRED, SUBMIT CIVIL PLANS TO PUBLIC WORKS BEFORE OR AT THE TIME OF SUBMITTAL TO THE BUILDING DEPARTMENT.**
5. When you submit your plans to the Building Department you will be given a Departmental Routing Sheet to take to the other Community Development Resource Agency departments for their *approvals to do the plan check*. Once the approvals have been obtained you will return to the Building Department to pay the plan check fees and submit the plans. The building plan check may take several weeks depending on the complexity of the project and completeness of the plan submittal.
6. Contact your local fire department (they will probably need plans) for their approval and conditions.
7. Prior to issuing the building permit, *approval for issuance* is required from all Community Development Resource Agency departments and the fire department once the plans have been approved. A separate check is required for each department's fees. (i.e.: traffic fees, mitigation fees, etc.)
8. A certificate showing payment of school and fire fees must be submitted prior to issuance of the building permit.
9. A certificate of insurance for proof of workman's compensation insurance coverage is required to be presented by the contractor at the time of permit issuance if employees are being hired for this project. A letter of authorization is required if an agent is picking up the building permit for the contractor or owner. If the project is to be owner-built, an Owner/Builder Verification form must be completed and submitted to the Building Department prior to building permit issuance.
10. Once the project is ready for final inspections, you will need to contact the individual Community Development Resource Agency departments for field inspections. A departmental Final Approval Card will be provided at the time of permit issuance. It is the permittee's responsibility to obtain 'final' signatures from the applicable Community Development Resource Agency departments as well as the fire district. The Final Approval Card must be surrendered to the Building Inspector **PRIOR** to the issuance of a Certificate of Occupancy.
11. Additional information is available at each of the COMMUNITY DEVELOPMENT RESOURCE AGENCY departments to assist you through the review, issuance, and final inspection process.

# COMMUNITY DEVELOPMENT RESOURCE AGENCY HOW TO GET A COMMERCIAL BUILDING PERMIT

## INTRODUCTION

Following is a general review of the procedures and requirements for obtaining a building permit for a commercial project in Placer County. The information presented in this booklet is for informational purposes only and represents a broad and general interpretation of policies, procedures, and regulations of Placer County with regards to commercial developments. The information contained herein should be utilized as a guideline and for background information. Specific questions should be directed to the responsible County department as identified in this booklet.

For the purposes of this document, the COMMUNITY DEVELOPMENT RESOURCE AGENCY departments consist of the Planning and Building Departments; the Department of Public Works, incorporating the divisions of COMMUNITY DEVELOPMENT RESOURCE AGENCY and Special Districts; and the Health Department, incorporating the divisions of Environmental Health and the Air Pollution Control District. The Auburn offices are located on County Center Drive in the DeWitt Center complex. The Tahoe offices are located at 565 West Lake Blvd. in Tahoe City. **For virtually all commercial developments, each of the Community Development Resource Agency departments will have some involvement. IT IS SUGGESTED THAT YOU CONTACT THESE DEPARTMENTS /DIVISIONS EARLY IN THE PLANNING STAGE OF YOUR PROJECT TO DETERMINE EACH DEPARTMENT'S SPECIFIC PROCEDURES AND REQUIREMENTS.**

## BUILDING CODES ENFORCED

As of November 1, 2002, the Building Department will be enforcing the 2001 editions of the *California Building, California Plumbing, California Mechanical, and the California Electrical and Energy Codes*. Copies of the codebooks, including the State amendments, are available for reference at the Building Department. You may also purchase the Codes at local bookstores or through ICBO using their web site [www.icbo.org](http://www.icbo.org). Placer County codes are contained in Chapter 15 of the Placer County Code, which can be accessed through the county's web site [www.placer.ca.gov](http://www.placer.ca.gov).

## BUILDING DEPARTMENT PLAN REQUIREMENTS

The Building Department is primarily involved in the plan approval; permit issuance and field inspection of structures in Placer County.

Plans must be prepared by a California registered professional architect or engineer.

For permit issuance all sheets of the prints must be "wet" signed (original signature) by the architect /engineer.

Two (2) complete sets of plans, including the following:

- Architectural plans (floor plans, elevations, etc.)
- Structural plans (foundation, framing, roofing, details, etc.)
- Site plans (including Civil plans with finished grade elevations)
- Engineering calculations (structural, lateral, trusses)
- Geotechnical reports and/or soil test results (when applicable)
- Plumbing plans (including sizing computations)
- Electrical plans (including load computations)
- Mechanical plans (duct material and size, ventilation volumes)
- Fire sprinkler plans contact Fire Dept. for requirements.
- Energy Compliance documents (Title 24)
- One additional floor plan (for Assessor's office)

**NOTE:** All Code requirements and information are to be stated on the plans. **Specification/construction manuals are not to be submitted or included as part of the plans.**

A third set of plans may be required by the Building Department if the complexity of the construction necessitates a separate review by the department's structural engineer or outside consultant.

# COMMUNITY DEVELOPMENT RESOURCE AGENCY

## HOW TO GET A COMMERCIAL BUILDING PERMIT

### DEPARTMENTAL ROUTING INFORMATION

1. Planning Department: Verifies whether Design Review has been completed and if the construction plan check review may commence. The Planner will verify zoning, setbacks, and any other land use restrictions, as well as authorizing Building plan check submittal.
2. Special Districts: Verifies sewer connection requirements.
3. Public Works Department/Engineering Division: Reviews proposal for improvement plan check requirements, traffic mitigation fees, fire department will-serve letter requirements, etc.
4. Health Department/Environmental Health Division: Verifies on-site sewage disposal requirements, water supply, solid waste and hazardous waste plan requirements, and/or food handling requirements.
5. Air Pollution Control District: State legislation requires the Air Pollution Control District to review ALL commercial and industrial projects for compliance with air quality control standards effective July 1, 1989.
6. Local Fire District: The Fire Districts in most areas require a plan check (and payment of a plan check fee in some districts) of your project. Contact the Fire District in your area for their individual plan check submittal requirements.

### PUBLIC UTILITIES

Your utility company should be contacted at the time you apply for your building permit in order to prevent delays in connection of service at final building inspection. Pacific Gas and Electric will serve most applicants; however, some areas in southern Placer County are served by Sacramento Municipal Utility District. The Environmental Health Division and the Public Works Department generally require "will-serve" letters from the serving public utility companies at the plan review stage.

Other public utility companies that you may need to make application to for service could include: Placer County Water Agency, Nevada Irrigation District, or another local water agency; your local trash pick-up company; the Telephone Company; Postal Office; a local sewer entity (other than Placer County); and your local fire department.

Contact the appropriate utility companies early in the planning stage of your project to obtain their requirements.

# **COMMUNITY DEVELOPMENT RESOURCE AGENCY HOW TO GET A COMMERCIAL BUILDING PERMIT**

## **APPLICATION FILING FEES**

Fees for all permits are based upon the level of service, or work, required to process, evaluate and/or inspect your project. All of the fees collected by the Community Development Resource Agency departments are based on the type of development, with some fees affected by the location of the development (i.e., traffic fees, etc.). Once you have a specific proposal and site, contact the Community Development Resource Agency departments referencing your ASSESSOR'S PARCEL NUMBER for specific fee information.

## **SCHOOL DISTRICT DEVELOPMENT FEES**

Commercial developments are subject to the State mandated school impact fee requirements. These fees are collected by your local school district office and are based on total square footage of the building. Contact your school district for more information.

## **FIRE DISTRICT CAPITAL FACILITY FEES**

Commercial developments are subject to fire district capital facility fee requirements. These fees are collected by your local fire district and are based on total square footage of the building. Contact your fire district for more information.

## **COUNTY CAPITAL FACILITY IMPACT FEES**

Commercial developments are subject to a County capital facility impact fee. This fee is based on the square footage of each land use category. This fee will be determined during plan review or can be provided with a Building Permit fee estimate.